



**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS  
BUILDING AND SAFETY DIVISION  
AGENCY REFERRAL**



**CITY OF LA MIRADA**

13700 La Mirada Blvd.,  
La Mirada, CA 90638  
Telephone: (562) 943-0131  
Office Hours: Mon-Fri 8:00-10:00 a.m. and  
Mon & Tues 4:00-5:30 p.m.

|             |     |            |      |
|-------------|-----|------------|------|
| Prepared By | HNM | OM Initial | Date |
|             |     |            |      |

Plans for (Grading/ Structure) at \_\_\_\_\_ (Address) \_\_\_\_\_ (Locality)

Plan Check No. \_\_\_\_\_ was submitted on \_\_\_\_\_

Land Use Zone \_\_\_\_\_ Property Occupancy \_\_\_\_\_ Type of Construction \_\_\_\_\_

Description of proposed work: \_\_\_\_\_

**SAMPLE**

Applicant's Signature \_\_\_\_\_

**THIS NOTICE IS TO INFORM YOU THAT APPROVAL FROM THE AGENCIES MARKED BELOW, IN ADDITION TO BUILDING PLAN CHECK APPROVAL, MUST BE OBTAINED PRIOR TO PERMIT ISSUANCE.** You may need to submit the pertinent plans, plan check number, calculations, reports, etc., directly to these agencies. To assist you, we have listed below the information which you will need to contact these agencies. *Follow-up is your responsibility.* Please be aware that some items resulting from these agency plan reviews may affect your building plan check. These should be communicated to your Building Plan Check Engineer as soon as possible to prevent unnecessary delays. Submit all agency approvals 48 hours prior to permit issuance. Notify the Plan Check Engineer when all agency approvals have submitted and request review.

**ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER**

**COUNTY AGENCIES**

**DEPARTMENT OF PUBLIC WORKS**

**AVIATION DIVISION**

1000 S. Fremont Ave., Bldg. A9 East, 1<sup>st</sup> Flr., Alhambra, CA 91803  
(626) 300-4600 Mon-Thurs 7:00 a.m. - 5:45 p.m.

**BUILDING AND SAFETY DIVISION**

Headquarters Mon-Thurs 6:45 - 5:30 (626) 458-3173  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
Approval for the following sections is required as noted below:

- ELECTRICAL SECTION**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3180  
Approval is required for:
  - Energy Plan Check
  - Electrical Code Check
  - Emergency Egress Illumination (O.L. ≥ 100)
- MECHANICAL SECTION**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3182  
Approval is required for:
  - Energy Plan Check
  - Mechanical Code Check
  - Plumbing Code Check
  - Roof Drainage
- Research Section**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3173  
(Alternate Materials, Methods, SMRF...)
- GRADING AND DRAINAGE SECTION**  
Yoshiya Morisaku - Regional Drainage / Grading Engineer  
13523 Telegraph Road Whittier, CA 90605  
(562) 946-1390 Wednesday 8:00-11:00 a.m.
  - Grading Plan Check
    - "Rough Grade" approval is required prior to issuance of building permit
  - Drainage Plan Check (NPDES COMPLIANCE)
    - Drainage approval is required

**LAND DEVELOPMENT DIVISION – PERMIT SECTION**

Permits are required for road excavations and encroachments within County roads and Flood Control easements.

- 11282 S. Garfield Ave., Downey, CA 91802  
(562) 869-0218
- PERMIT SECTION**  
900 S. Fremont Ave., 8<sup>th</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3129

**ENVIRONMENTAL PROGRAMS DIVISION**

Plan approval is required for most commercial and industrial buildings for:

- INDUSTRIAL WASTE / UNDERGROUND TANKS**

S. Whittier Office  
13523 Telegraph Rd.  
Whittier, CA 90605  
(562) 906-8427  
Mon-Fri 8:00-9:00 a.m.

Headquarters  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3539  
Mon-Thurs 6:45-5:30 p.m.

- NPDES/SUSMP Approval**  
Industrial Waste Unit  
900 S. Fremont Ave, Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3517
- DUMP AREAS** (structure within 1,000 ft from a landfill)  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3517 6:45-5:30 Mon-Thurs
- SOLID WASTE MANAGEMENT**  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3561 6:45-5:30 Mon-Thurs

**GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION (GMED)**

**GEOLOGY/SOILS SECTIONS** - Plan approval is required for site stability and geologic hazard.

(626) 458-4925 M-Th 6:30-5:15 pm  
Upload documents to:  
<https://dpw.lacounty.gov/apps/esubmissions/gme/default.aspx>

**LAND DEVELOPMENT DIVISION**

900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-4921 6:45-5:30 Mon-Thurs

- SUBDIVISION PLAN CHECK SECTION**
- LANDSCAPE** (non-residential landscaped area > 2500 square feet)
- HIGHWAY DEDICATION** Form "48-0040-DPW" should be filled out when plan approval for street improvements and/or dedication is required for commercial and multiple residential bldgs. "Bridge & Major Thoroughfare (B&T) Fee" is also required for commercial, multiple residential buildings and designated tracts.  
(626) 458-4915

**TRAFFIC AND LIGHTING DIVISION**

Clearance is required for traffic requirement.  
1000 S. Fremont Ave., Bldg A-9E, 4<sup>th</sup> Fl, Alhambra, CA 91803  
(626) 300-4708 Mon-Thurs 7:00-5:30pm

**OTHER COUNTY DEPARTMENTS**

**OTHER AGENCIES**

**DEPT OF PUBLIC HEALTH – Environmental Health Division**

5050 Commerce Way, Baldwin Park, CA 91706  
(626) 430-5380  
Approval is required for:

- Private Sewage Disposal
- WATER SOURCE APPROVAL LETTER  
Proof of an "Environmental Health Dept. Approved Water Source" is required for areas without public water system
- Food Service Establishments
- Public Swimming Pool- Recreational Health
- X-Ray Machine Installation  
Radiation Management  
3530 Wilshire Blvd., 9<sup>th</sup> Fl, Los Angeles, CA 90010  
(213) 351-7897

**FIRE PREVENTION BUREAU** - Plan approval is required  
5823 Rickenbacher Rd., Commerce, CA 90040  
(323) 890-4125

- FIRE STATION DEVELOPER FEE is required
- Building Release is required.
- FIRE SPRINKLER SYSTEMS
- "HAZMAT" form must be submitted to and approved by the Fire Department for non-residential occupancies if hazardous materials are being handled. Obtain form from Building and Safety and submit to:  
  
Fire Prevention Bureau  
Hazardous Materials Section  
5825 E. Rickenbacker Road  
Commerce, CA 90040-3027  
(323) 890-4000
- OTHER APPROVALS (Sprinklers<20 Heads, Sprinklers: Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)  
  
19030 Pioneer Blvd., Cerritos 90703  
(562) 860-8014

**PARKS AND RECREATION DEPARTMENT**

Approval for building plans is required for construction adjacent to "Designated Trails"  
Planning Division, Research & Trails Section  
510 S. Vermont Ave. 2<sup>nd</sup> Floor, Los Angeles, CA 90020  
(213) 351-5098 M-Th 7:00 am – 5:30 pm

**COUNTY SANITATION DISTRICT**

Payment of sewer connection is required  
1955 Workman Mill Road, Whittier, CA 90691  
(562) 699-7411

**STATE AGENCIES**

**CALTRANS**

Permits are required for outdoor signs, excavation, encroachment (including driveway aprons) and improvements (including grading or structures that affect drainage) on State Highways:

100 S. Main Street 2<sup>nd</sup> Fl.  
Los Angeles, CA 90012  
(213) 897-3631

**STATE DEPT. OF INDUSTRIAL RELATIONS - CAL/OSHA  
DIVISION OF OCCUPATIONAL SAFETY & HEALTH**

Permit is required for excavation of trenches which are 5 ft. or more deep into which a person is required to descend or for the construction or demolition of any structure 4 or more stories. Brick-lined seepage pits may require permit.

1906 W. Garvey Ave S, Ste 200, West Covina, CA 91790  
(626) 472-0046

**STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL  
AND GAS**

Obtain clearance for the requirements of abandonment of oil wells.

5816 Corporate Ave, Ste 200, Cypress, CA 90630-4731  
(714) 816-6847

**CITY OF LA MIRADA**

Planning Department (Required for all plans)  
13700 La Mirada Blvd., La Mirada, CA 90638  
(562) 943-0131

- Public Works Department  
15515 Phoebe Ave. La Mirada, CA 90638  
(714) 522-6821
- Community Services Department (Parks)  
13710 La Mirada Blvd., La Mirada, CA 90638  
(562) 943-7277

**SCHOOL DISTRICT**

Development fee must be paid to the District for residential and commercial construction. A "Certificate of Payment of Developer Fee" must be submitted to Building and Safety prior to obtaining a building permit.

Norwalk-La Mirada Unified School District  
12820 Pioneer Blvd. Norwalk, CA 90638  
(562) 868-0431

- School fees apply as follows:
  - Residential additions ≥ 500 sq. ft.
  - All commercial and industrial additions

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT  
(SCAQMD)**

Applicants for non-residential buildings must fill out "Air Quality Permit Checklist" furnished by Building & Safety. If "Yes" is marked, a written release will be required before occupancy is allowed. Notification form required for demolition and alteration permits where ASBESTOS is involved.

21865 E. Copley Dr., Diamond Bar, CA 91765-4182  
(909) 396-2000, (800) 388 - 2121

**LOCAL WATER COMPANY** – provide a copy of the Fire Flow Availability letter (Form 195/196) completed by the water company serving the site. (Form available from B&S District Office)

**OTHER**

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